

| ROUTING AND RECORD SHEET | | | | |
|---|----------|--------------|--------------------|---|
| SUBJECT: (Optional) Support Resource Package | | | | |
| FROM: Chief, Plans and Programs Staff | | EXTENSION | NO. | STAT |
| | | | DATE | STAT |
| | | 3 March 1982 | | |
| TO: (Officer designation, room number, and building) | DATE | | OFFICER'S INITIALS | COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.) |
| | RECEIVED | FORWARDED | | |
| 1. Chief, LSD/OL | | | | <p>The attached from the EO/DDA is self-explanatory, and hopefully the final chapter in developing a DDA contingency support resource package. We request you: (1) review your previous submission to ensure they remain realistic, and (2) provide the Plans Staff with the information requested in paragraph 3, so we can consolidate and submit a single package for the entire office. Your response by c.o.b. 9 March would be appreciated. Please call me or Paul if you have any questions</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div> <p style="text-align: right;">STAT</p> <p><i>Sent out 3 March - Priority</i></p> |
| 2. Chief, P&PD/OL | | | | |
| 3. Chief, PD/OL | | | | |
| 4. Chief, SD/OL | | | | |
| 5. Chief, RECD/OL | | | | |
| 6. Chief, PMS/OL | | | | |
| 7. Chief, P&TS/OL | | | | |
| 8. Chief, B&FB/OL | | | | |
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1 MAR 1982

MEMORANDUM FOR: Director, Office of Communications
Director, Office of Data Processing
Director, Office of Finance
Director, Office of Information Services
Director, Office of Logistics
Director, Office of Medical Services
Director, Office of Security
Director, Office of Training & Education

FROM:

[]
Executive Officer for the DDA

SUBJECT:

Factored Support Packages--Phase II []

1. From the individual submissions which you recently forwarded, we have concluded that the most logical groupings of factors which might be included in the New Initiatives generated by other Directorates come under the general headings of Personnel, Facilities, and Services (with some separate categories contained in the latter). []

2. You will note that we have laid out the major groupings in the attachment along with the Directorate resources, both positions and funds, which we would need to support New Initiatives in these areas. The total impact support resources include all of your individual submissions. Please review your individual submissions once again to ensure that they are realistic in terms of your needs, and that they are properly related to the Directorate. []

3. After you have completed your review and you have no further modifications of the figures which you submitted to the Management Staff, please provide detailed statements which justify the resources (positions, personnel services funds, and non-personnel services funds) which you have forwarded. Your detailed narrative statements should include what function(s) the individual(s) occupying the additional position(s) will perform, what the dollar resources will provide, how you arrived at these resources, etc. These narrative statements should address each grouping of New Initiative factors; i.e., Personnel, Facilities, and Services. Please provide your narrative statements to me by COB 12 March 1982 (we are aiming to obtain the DDA's concurrence for the entire Directorate Support Resource Package before the end of March). []

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4. If you have any adjustments to make in the figures you have submitted, please phone them in to the Management Staff so that we can get the adjusted figure out to the other components. If you have any questions or need additional assistance, contact



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Attachment
As Stated

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